

CORCORAN

GALLERY OF ART • COLLEGE *of* ART+DESIGN

Undergraduate Internship Guidelines

Internships can help students develop marketable skills, establish professional contacts, and explore different career options. A good internship should offer the student career-related experience in a setting where the student may learn about professional practice in their field. While some administrative tasks are necessary, these should be minimal with most of the work focusing on skill-building or educational opportunities.

To be eligible to earn academic credit for an internship, students must have completed their Foundation Year or have earned equivalent credits (30). Continuing-education students are not eligible to receive credit for internships. While students are free to do multiple internships while enrolled at the Corcoran, students cannot perform more than one internship per semester. A 45–60 hour internship is equivalent to 1.5 credits and a 90–120 hour internship is equivalent to 3 credits.

Students are responsible for locating and securing individual internships, with the assistance and approval of their department chair. To receive credit for an internship, the student needs to complete an internship contract and the appropriate registration form. The internship contract is the agreement between the internship provider, the Corcoran, and the student; all three must sign.

The student must receive signed approval from his or her department chair before he or she will be allowed to register for internship credit. The department chair's signature must appear on both the contract and the registration form or the internship registration will not be processed. The contract must be turned in to the Office of Student Affairs before the internship start date. The registration or add/drop form must be submitted to the Registrar's Office before the add deadline of the semester the student is seeking credit. Late contracts will not be accepted and credit will not be given.

In order to receive a grade for the internship the student is required to submit a mid-semester evaluation and final evaluation of the internship experience. The internship provider is required to submit a final evaluation of the student's performance with a recommendation for a grade (pass/fail) no later than 10 working days prior to the end of the semester. The student's department chair is responsible for reviewing the student and employer evaluations and submitting the final grade to the Registrar's Office.